

STATE OF WISCONSIN
DEPARTMENT OF HEALTH AND FAMILY SERVICES
DIVISION OF MANAGEMENT AND TECHNOLOGY
BUREAU OF FISCAL SERVICES

RECONCILIATION BULLETIN

TOPIC: Year-End Reconciliation Bulletin 04-12	ISSUE DATE: 5/26/04
TITLE: Timetable for Reconciliation Process	REVISION DATE:
AUTHORIZED BY: Cheryl Thompson, DHFS Reconiler Bureau of Fiscal Services	PAGE 1 OF 8

PROCEDURES

Attached is our timetable for the reconciliation process. The reconciliation process includes/relies on activities of the Department of Administration and the Bureau of Information Systems. We are providing this schedule for your information.

You may observe that the entire process must be carefully organized and coordinated from each organization's input to the Department of Administration. Failure to meet the time schedule may prevent DHFS from completing the process on time.

Staff responsible for the activities described within this bulletin may be located in BFS, the divisions, the institutions, or some combination thereof.

FINAL RECONCILIATION CERTIFICATION FORMS ARE DUE TO DOA ON AUGUST 4, 2004. THESE FORMS ARE PRINTED BASED ON INFORMATION IN WISMART AS OF MONDAY, AUGUST 2, 2004. THEREFORE, ABSOLUTELY NO TRANSACTIONS MAY BE ENTERED AFTER 4:00 PM, AUGUST 2, 2004, FOR SFY 2004. ADDITIONALLY, FOR THOSE FEW TRANSACTIONS ENTERED DURING THE WEEK OF JULY 26, 2004, STAFF ARE STRONGLY ENCOURAGED TO WAIT PROCESS TRANSACTIONS INTO WISMART TO ENSURE TIMELY POSTING.

IT IS IMPORTANT THAT ALL TASKS BE COMPLETED ON TIME. BECAUSE OF A NUMBER OF UNCERTAINTIES, THE DATES CONTAINED IN THIS BULLETIN ARE SUBJECT TO CHANGE. YOU WILL BE GIVEN AS MUCH NOTICE AS POSSIBLE WHEN DATES CHANGE.

Your cooperation in meeting year-end deadlines is greatly appreciated and will help all of us to meet this responsibility.

Attachment

CONTACT PERSON:

Cindy Freidel
(608) 266-0662

SCHEDULE OF DEADLINES TO PRODUCE WEEKLY RECONCILIATION/APPN CONTROL REPORT

Week Ending	7/3	7/10	7/17	7/24	7/31
TASKS					
Cutoff for Keying Entries into FMS for Inclusion in Friday Reconciliation with WiSMART	Tuesday 6/29/04 5:00 PM Cutoff	Wednesday 7/7/04 7:00 PM Cutoff	Wednesday 7/14/04 7:00 PM Cutoff	Wednesday 7/21/04 7:00 PM Cutoff	Wednesday 7/28/04 7:00 PM Cutoff
GL Post Overnight	Tuesday 6/29/04	Wednesday 7/7/04	Wednesday 7/14/04	Wednesday 7/21/04	Wednesday 7/28/04
Fix of GL Post Rejects by Lead Accountants by 10:00 AM	Wednesday 6/30/04	Thursday 7/8/04	Thursday 7/15/04	Thursday 7/22/04	Thursday 7/29/04
AP/PA Releases All Files to DOA by 1:00 PM	Wednesday 6/30/04	Thursday 7/8/04	Thursday 7/15/04	Thursday 7/22/04	Thursday 7/29/04
Reconciliation Run Overnight (After WiSMART Tapes Are Available)	Thursday 7/1/04 (after PR14 available)	Thursday 7/8/04	Thursday 7/15/04	Thursday 7/22/04	Thursday 7/29/04
Reconciliation Reports and FMS Control Reports Available to Staff by 8:00 AM	Friday 7/2/04	Friday 7/9/04	Friday 7/16/04	Friday 7/23/04	Friday 7/30/04

For all purposes, reconciliation activities will need to be completed by July 28, 2004 in order to prepare documents for meetings with Divisions on July 28-29, 2004.

SFY 04 FINAL RECONCILIATION

<u>DATE</u>	<u>TASK</u>
May 28	Organizations to have completed on-line keying of purchase orders by 5:00 P.M. Please refer to <i>Reconciliation Bulletin 04-01</i> , Attachment II concerning the issuance of purchase orders after May 28, 2004.
June 1-29	Entry of purchase orders between June 1 and June 29, 2004 will be carefully reviewed for compliance with year-end instructions. See <i>Reconciliation Bulletin 04-01</i> . Approval is not needed for liquidation or closing adjustments on existing Purchase Orders.
June 1	Outstanding PO listing prepared from May 28, 2004 data and sent to DHFS organizations.
June 1-July 1	DHFS organizations review PO listing for potential required PO reductions/close-outs. Note that PO's should NOT be reduced for payments made after June 29, 2004. Payments made after June 29, 2004 should be recorded as SFY 2005 transactions.
June 18	Final FY 04 P-Card transactions posted to FMS (transactions hitting US Bank on or before 6/18/04).
June 18	Load Payroll 13 and Length of Service data into FMS. Fix of GL post rejects by Lead Accountants.
June 18	Post of correction entries by noon.
June 22 (Noon)	State Building Trust Fund vouchers must reach BFS no later than noon <u>June 22</u> to be recorded as <u>SFY 04</u> expenditure.
June 29	DOA Budget Office (Erin Fath) to notify Mary Jane Krzewina of the revenue amounts to be transferred to DOT, DPI and Justice for Services to Drivers once all revenue for FY04 received.
June 29	File created and report prepared to reflect all purchase order status as of June 28, 2004.
June 29	Last day to enter physical June documents into FMS online.
June 29	Create SFY 04 preliminary FMS carryover file.
June 30	FMS online is not available.
June 30	Lapse amounts for <u>CY03</u> community aids appropriation to be submitted to DOA and Don Warnke.

SFY 04 FINAL RECONCILIATION

DATE

TASK

July 1-Aug 1

All keying after 6/29/04 requires specific approval of BFS Lead Accountant assigned to the affected Division. Effective with data keyed on Thursday, July 1, 2004, the following procedures are to be followed:

1. FOR CORRECTING ENTRIES ADJUSTING SFY 04 ONLY.

The journal voucher (JV) and/or CT numbers are to be secured from the respective Excel files, or your respective JV allocation number series.

An alpha suffix "AN" or "AD" shall be used with JV's adjusting both FMS and WiSMART.

An alpha suffix "AM" or "AW" shall be used with JV's adjusting FMS only.

For adjustments to WiSMART only, the transactions should be forwarded via e-mail or on disk to Jean Gevelinger, AP/PA. AP/PA shall release transactions daily to WiSMART.

2. FOR CORRECTING ENTRIES ADJUSTING BETWEEN SFY 04 and SFY 2005. See Reconciliation Bulletin 04-11 also.

For these transactions, it will be necessary to process separate transactions, using different document numbers for the SFY 04 and SFY 2005 portions of the transaction.

Document numbering and handling for the SFY 04 transaction shall be done in accordance with #1 above. The SFY 2005 transaction shall be handled in accordance with normal SFY 2005 processing.

July 1

Cheryl Thompson to issue internal BFS reconciliation plan showing assignment areas, due dates, and meeting dates and times. Please note this plan is distributed as shown in Attachment #1. Send any additions/deletions to this list to Cheryl Thompson by 6/7/04.

July 1

Post tentative carryover budgets in FMS to SFY 2005. Post tentative carryover encumbrances in FMS to SFY 2005.

July 1

PO Carryover report in the Excel spreadsheet format, due to Jean Gevelinger, BFS, from DHFS institutions.

July 1

Load Payroll 14 and Length of Service data into FMS. Fix of GL post rejects by Lead Accountants.

SFY 04 FINAL RECONCILIATION

<u>DATE</u>	<u>TASK</u>
July 2	James Muller to receive DOHAAS adjustments from DHCF, DPH and DDES by noon.
July 2	Monthly FMS reports produced and printed for 1 st June run. Payroll 14 will be included.
July 6-7	Organizations to receive June FMS reports.
July 6-12	Jean Gevelinger reviews purchase orders identified for carry forward.
July 6-12	Jean Gevelinger's sub-file will be used to update summary PO's (tape to be forwarded to DOA to update encumbrance data on WiSMART and on the AD-78's (Reconciliation Forms)).
July 8-9	Meetings with Divisions individually, one hour each, to review closing figures on all aids appropriations paid through CARS for SFY 04. (Contracts ending between 1/1/03 and 12/31/03).
July 9	Allocations for institutions, DCFS, DDES, DHCF, DPH, (other than DOHAAS), for 800's, and related correcting entries should be completed. Correcting entries must be approved by the affected divisions assigned BFS Lead Accountant, prior to entry into FMS.
July 9	Organizations to submit Depository Fund Report DMS-15 and Petty Cash Fund Report DMS-13. (See APP CASH AND CASH EQUIVALENTS 6.0).
July 9	BFS prepare and enter JV/PV for transfer of revenue for Services to Drivers.
July 9	Organizations to submit to BFS special contingent fund monitoring report. (See APP, INSTITUTION 1.0)
July 13	Pre-Audit to send final SFY 04 encumbrance file, except statutory carry forward, by 1:00 p.m. to DOA for uploading to SFY 04 encumbrances and SFY 2005 carry forward budget and encumbrances.
July 14	Jean Gevelinger to provide Lead Accountants with final encumbrance figures, except statutory carry forward.
July 14	Last day for SFY 04 DOHAAS activity to be uploaded into FMS.
July 16	Jean Gevelinger/Kathy Draves to provide Lead Accountants the final statutory carry forward and any adjustments to aids appropriation encumbrances by noon.

SFY 04 FINAL RECONCILIATION

<u>DATE</u>	<u>TASK</u>
July 19-Close	Transactions monitored closely to assure they post timely and when necessary wait processed into WiSMART.
July 26	Last day to adjust DOA records for inclusion on Form AD-78's prior to Division meeting. Data keyed by 5:00 p.m. will be reflected on the AD-78's produced on July 26, 2004.
July 26	DOA to provide updated AD-78s (Reconciliation Forms).
July 28	BFS reconciliation status meeting to ensure all reconciliation issues are satisfactorily completed: Lead Accountants, Warnke, McDowell, Acuff, Gevelinger, Thompson, Sommers, Draves.
July 28-29	Meeting with the Divisions individually (1 hour each) to review closing figures on all appropriation balances for SFY 04.
July 30	DOA will roll SFY 2004 PO balances to SFY 2005.
July 30	All organizations to submit reports of receivables as required by Section 12.94(1g) of Wis. Stat. to Jerry Ruffin. Refer to <i>Reconciliation Bulletin #04-10</i> . Report is prepared on a GAAP basis.
July 30	Jeff Reiter to submit updated Depository Fund reports and Petty Cash Fund reports to DOA.
July 30	<u>ALL SUBSEQUENT CORRECTING ENTRIES TO WISMART MUST BE DONE ON-LINE AND WAIT PROCESSED.</u>
July 9-Aug 2 completion of reconciliation	<p>As appropriations are finalized AD-78's are to be submitted to Cheryl Thompson for signing. AD-78's should be printed with the final figures--no variances should exist between WiSMART and FMS. Cheryl Thompson--Complete review and signing of AD-78's (Reconciliation Forms). Cheryl Thompson to notify the State Controller's Office of appropriations to be closed.</p> <p>Copying of completed and signed Form AD-78's. Make one copy prior to forwarding AD-78 to DOA and an additional remaining six copies after all appropriations have been reconciled. (distribution):</p> <ul style="list-style-type: none">• Office of Strategic Finance• Pencil copy + one - PFA• One to be split for Lead Accountants• Jean Gevelinger• Sally Acuff• Donald Warnke/Cheryl Thompson

SFY 04 FINAL RECONCILIATION

DATE

TASK

July 29-August 2	Any needed entries to WiSMART discussed with Cheryl Thompson prior to entry. Approved entries direct keyed and wait processed.
August 2	P.O. carryover reports are printed on paper.
August 2	Final run of Form AD-78's.
August 4	Cheryl Thompson to verify all appropriations reconciled and closed and all AD-78's signed and sent to DOA by 4:00 p.m.
August 9-10	PFA reviews Reconciliation Run.
August 12	Final FMS SFY 04 produced after BFS gives approval to run.
August 13	Final FMS SFY 04 reports distributed.
August 16- September 30	FMS General Ledger Close Activities.
August 30	BFS submits outstanding accounts receivable to Legislative Audit Bureau.
September 10	PRO PRS Overdraft Justification must be completed by 2:00 P.M. (Lead Accountants).
September 17	PRF overdraft justification must be completed and submitted to DOA. It is necessary to wait for August FCM (Amy McDowell).

cc: Sally Acuff, BFS	Steve Censky, DOA
Herman Pearson, BIS	Bob Halvorsen, DOA
Manu Ratarasarn, BIS	Jean Gevelinger, BFS
Cindy Freidel, BFS	Hank Sommers, BFS
Amy McDowell, BFS	Jeff Reiter, BFS

RECBUL04-12.DOC

ATTACHMENT #1

LISTING OF PEOPLE WHO WILL RECEIVE
CHERYL THOMPSON'S RECONCILIATION PLAN

BFS:

All Staff in the PFA Section
Sally Acuff
Bill Calcese
Mary Claridge
Cindy Freidel
Jean Gevelinger
Susan Heady-Henderson
Debe Lavasseur

Ron McCormick
Harlan Olson
Jeff Reiter
Hank Sommers
Ken Thyberg
Debbie Walker
Don Warnke

DPH

Sherry Gehl Dale Zahorik

DHCF:

Eli Soto Jim Twist Jim Vavra

DDES:

Susan Huss Jim Parker Rita Prigioni Dennis Dombrowicki Mike Hughes

DCFS:

Paul Minkus Bill Fiss

DMT (Other than BFS):

Rich Kreklow Manu Ratarasarn Alvin Menninga Ed Berry

OSF and Other Exec:

Cindy Daggett Sue Beck Donna Dunkel